

## **Developmental Disabilities Council**

### **Meeting Minutes**

**Wednesday, July 17, 2019**

**DDDS Fox Run, 2540 Wrangle Hill Road, Bear DE**

**AND DDC Office, 410 Federal Street, Dover DE**

**6:00 – 9:00 p.m.**

**Members Present:** Rick Kosmalski (Chairperson), Teesie Bonk, Moni Edgar, Alvin Emory, Jr., Derrick George, Isabel Rivara-Green, Terri Hancharick, Michael Harris, Katie Howe, Deb McCann, Daniese McMullin-Powell, Dale Matusевич, Carrie Melchisky, Joseph Merritt, Jr., Chris Oakes

**Members Absent:** Maitri Campbell, Karen Gallagher, Laura Greene, Nancy Lemus, HarrietAnn Litwin, Katie Macklin, Beth Mineo, Angela Mitchell, Shawn Rohe, Laura Waterland

**Staff:** Kristin Harvey, Emmanuel Jenkins, Stefanie Lancaster

**Guests:** Victoria Counihan (Deputy Attorney General- DAG), William Powell, Rita Landgraf, Jill Fredel

- I. Call to Order** – Rick Kosmalski called the meeting to order at 6:24 p.m.
- II. Approval of Minutes – March, May and June Council meeting minutes (vote needed for each)**  
– The Council members voted on each set of minutes separately. The March Council meeting minutes were approved with Dale Matusевич and Teesie Bonk abstaining. The May Council meeting minutes were approved with Moni Edgar, Dale Matusевич and Michael Harris abstaining. The June Council meeting minutes were approved with Katie Howe and Moni Edgar abstaining.
- III. Approval of the Agenda** – The agenda was approved as submitted.
- IV. 5 Minute Public Comment Period** – Jill Fredel and Rita Landgraf were present to discuss the upcoming the Disabilities Town Hall with the Governor’s Commission on Building Access to Community-Based Services that will be held on Friday, July 26<sup>th</sup> from 10 a.m. to noon on the 29<sup>th</sup> anniversary of the signing of the Americans with Disabilities Act. This town hall will be held to hear comments about the work that has been done by the Commission, including the priorities, key goals, guiding principles, the strategic path forward and disregard how they can better align across the spectrum of provider networks, advisory councils, state agencies and legislators. If any member is able to attend, please share your input with this Commission. It was requested that the Council share this with any other interested parties that may want to participate.
- V. Chair’s Report** – Rick reported that some of the Council members and staff were in New Orleans last week for the National Association of Councils on Developmental Disabilities (NACDD) Conference. Lots of connections were made with other directors and staff. This network of people is crucial to the success of our Council. Many other states have the same issues our Council has.
- VI. Staff Report** – Stefanie reported the following:
  - a.** Angela Mitchell would like to request a leave of absence through November. Council voted to approve this request.
  - b.** Steve Yeatman has resigned from the Council.

- c. There is an Americans with Disabilities Act (ADA) Conference that is being held in San Francisco, CA from September 8-11, 2019. The conference is being hosted by the Pacific ADA Center. The total cost to attend would be approximately \$2,140 per person. There is also a Mid-Atlantic ADA Conference in November in Philadelphia, PA that Kristin Harvey will be attending. The conference in Philadelphia is for our region. If anyone is interested in attending this conference, please let Stefanie know.

Kristin reported the following:

- a) This week is Disability Voter Registration week. If any member is currently not registered to vote, please do so. Please check out the RevUp Campaign online or visit the Board of Elections website and it will tell you how to register. It also has a demonstration of the new voting booth.
- b) The ADA Anniversary is next Friday. The ADA National Network has a toolkit that can help with celebrating the anniversary.
- c) Kristin asked the Council and Victoria Coughlin if they thought an informal meeting between the Council meetings would be beneficial. The objective would be to share information such as things a member learned by attending a conference or meeting of another Council. Kristin said that since these would be informal, information-sharing meetings, there would be no need for a formal structure or voting. Kristin said we could potentially call these “Speak on It Sessions”. One idea for a topic of discussion is what information was gathered at the NACDD Conference such as language barriers for people with disabilities and lack of interpreters.

**VII. Financial Report** – Stefanie Lancaster stated that the copy of the financial report was provided to all members present. A notation was made stating what funds are still remaining in First State Financials (FSF), the State of Delaware’s fiscal system. The Council is on track with getting all of the funds obligated by the deadline.

## **VIII. Current Business**

- a. **Assisted Suicide DDC Position Statement revisions – feedback needed for Friday, 7/19, P&L meeting** – At the June Council meeting, the Council voted not to accept the proposed revision to the current assisted suicide position statement. It was requested that feedback be sent to DDC staff to share with the Policy & Law Committee to review and bring back another proposed revision for a vote at the September Council meeting. To date, no comments have been received. The next Policy & Law meeting will be held Friday, July 19<sup>th</sup>. Any member who has feedback should send to Stefanie prior to this date.
- b. **Training for Medical Professionals Request for Proposals (RFP) discussion –update on status, determine next steps – vote needed** – Kristin Harvey stated that the RFP for the Training for Medical Professionals has gone out to bid twice now through Government Support Services (GSS). A notice of “no bid” was received during this last time stating why the vendor was not putting in a bid. The comment was that they did not feel there was sufficient time to complete the work or enough funding to do so. A decision is needed by Council on how to proceed at this point – vote to add more money to this project and revise the scope of services, then put it out for rebid again or let it go. If the Council chooses to remove this objective during the State Plan Update, this would not need to go out for public comment per our program

specialist at our federal granting agency. After some discussion, the Council voted to remove this objective from the State Plan. Kristin will update the plan to reflect this change.

- c. **2022-2027 Strategic Planning – proposed Scope of Services – vote needed** – A copy of the proposed Scope of Services was provided to the members present. The funding for the project was previously approved at \$15,000. An overview of a proposed timeline of what will need to be done throughout this process in order for the Council to stay on track with getting the new State Plan approved was provided for Council’s review. It was requested that moving forward, a report be provided to Council as to the status of our current State Plan and the objectives to ensure the Council is on track with getting the contracts completed. The funding was questioned whether this was enough funding available. This item was tabled until September’s Council meeting with motion by Michael Harris, seconded by Dale Matusevich.
- d. **Delegation of approvals for time sensitive items – discussion and vote needed** – Kristin stated this item was added since the recent House Bill (HB) 164 pre-bill that was proposed without consulting the Council first. DDC staff was made aware of this pre-filed bill by the policy manager at the Department of Safety and Homeland Security (DSHS), which is the Council’s Designated State Agency (DSA). With the Freedom of Information Act (FOIA) laws being what they are, the staff was unable to ask who the Council wanted to speak on their behalf. DDC staff would like to request a policy be in place for moving forward and what delegation of authority is in place by Council to handle time sensitive matters. Due to time constraints and a full agenda, Council did not discuss this at length, or come to any conclusions.
- e. **Discussion on training requested for GSS scoring of proposals – choose a proposed date to hold this training** – The new user group of volunteers stated they would be interested in reviewing all proposals moving forward for the DDC. DDC staff will schedule a training to review the process of how to score the GSS proposals. This training will be held separate from a regularly scheduled Council meeting. The invitation will be sent to all members and those who are interested in participating in this training can attend.

## **IX. Committee Reports**

- a. **Personnel Committee – Updates on hiring new Executive Director – status** – Michael Harris stated that the Council is waiting on the state. The questions have been developed and there will most likely be two rounds of interviews before bringing the proposed candidates to the Council for final vote. Michael reported that the Council is on task. Those who have volunteered to be on the interviewing committee have been contacted. Once the link to the job posting is available, it will be sent to the full Council and to the NACDD listserv.
- b. **Advocacy & Outreach Committee (formerly Adult Issues and Children & Families)** - Kristin stated that anyone who is interested in participating in this committee, the first meeting date will be on Thursday August 22<sup>nd</sup> from 10am-noon, with a meeting location to be announced shortly. This will be a standing meeting taking place on the fourth Thursday of each month. The current Chairs of each of the former committees will be Co-Chairs until the next election of officers.
- c. **Policy & Law** – The next Policy & Law meeting will be held this Friday, July 19<sup>th</sup> at 9:30 a.m. at Friendly’s in Middletown.
- d. **Consumer Caucus** – Consumer Caucus has not been able to meet for the past few months due to lack of availability of its members. It was recommended that moving forward, the Consumer Caucus meetings be held immediately prior to the Council meeting to ensure those that require

additional supports to understand the material being discussed at the Council meeting are accommodated. DDC Staff will schedule the next meeting prior to the September Council meeting.

- e. **Partners Oversight** – The 2019 Junior Partners in Policymaking Class recently concluded. Our graduating class was a class of all young gentlemen. The Adult Partners in Policymaking Request for Proposal is currently at Government Support Services. This should be going out soon. After some discussion, it was recommended to host a Partners in Policymaking Retreat. DDC Staff can work with the Council to begin planning this. It was also recommended to invite the 2019 Junior Partners class so that the Council can meet them and share their stories with the Council.

## **X. New Business**

- a. **ADA Leadership Network training recap and training session for all members (25-30min)** – This item will be moved to a future meeting for discussion.

## **XI. Other Council Business**

- a. **Trip reports from those who have traveled to AUCD, AAIDD and Disability Policy Seminar trips (presentations as time permits – if unable to give in person, paper copies of traveler’s trip reports will be submitted and distributed to full Council)** – The Council members who have recently traveled can submit their travel reports either via paper copies or provide in-person presentations to the full Council. If the member feels passionate enough about something that they learned they can share that information in person at the Council meeting.

Nancy Lemus and Michael Harris discussed the minority community and language barriers in being able to engage members of a diverse community. There is a trust issue with people coming in and trying to assist them and understand barriers that they may encounter in the disability community. Some other Councils hire a “cultural broker” who acts as a liaison between the Council and the community to be able to understand what issues those individuals are encountering, such as with finding services and supports, or how to engage the community appropriately. Community engagement is a key factor by the Council not just going out and saying “This is who we are and this is what we do” but rather “Please tell us what you need and what is important to you, so we can tailor our approach to best serve you”. This idea could be something that Council could focus on when developing the next Five Year State Plan.

## **XII. Adjournment** – The meeting adjourned at 8:45 p.m.

**\*\*\*In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.**

**\*\*\*This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.**

**\*\*\*Agenda items listed may be considered out of sequence.**